

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**

**AF MANUAL 23-110, VOLUME 2, PART 4, CHAPTER 2**

**AIR EDUCATION AND TRAINING COMMAND  
Supplement 1**

**27 AUGUST 2003**

**Logistics Readiness**

**REMOTE PROCESSING SYSTEM PROCEDURES**



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**AFMAN 23-110, Volume 2, Part 4, Chapter 2, is supplemented as follows:**

This publication does not apply to the Air National Guard and Air Force Reserve Command units. Maintain and dispose of records created as a result of processes prescribed in this publication according to AFMAN 37-139, *Records Disposition Schedule*.

***SUMMARY OF REVISIONS***

This revision updates office symbols as a result of the Chief of Staff Logistics Review. Additionally, it assigns program numbers J01 through J999 for HQ AETC unique computer runs (paragraph 2.2). Also, this supplement provides guidance to AETC bases on procedures for reporting system downtime. A ★ indicates revision from the previous edition.

2.2.4. (Added)(AETC) HQ AETC unique programs (ECL, QLP, SURGE) are assigned program numbers J01 through J999. Maintain run instructions and program code in the corresponding program jacket file. File any correspondence directing changes in the program jacket file.

★2.6.1. During normal duty hours, base-level computer operations personnel must contact HQ AETC/LGRPP for operational problems, use DSN 487-2919 or commercial 210-652-2919. For after-hours, directly call the field assistance branch (FAB), Maxwell AFB-Gunter Annex AL, and promptly notify HQ AETC/LGRPP of problems reported, but not later than the next duty day.

2.6.1.1. (Added)(AETC) Procedures for reporting system (GV/GW) downtime are:

2.6.1.1.1. (Added)(AETC) During normal duty hours, computer support bases will telephone DSN 487-2919 when the following occurs:

2.6.1.1.2. (Added)(AETC) The system ADS is down for more than 4 hours. Provide a brief description of the problem, and date and time it occurred.

2.6.1.1.3. (Added)(AETC) The date and time system returns to an operational status.

JOE F. HARRISON, Colonel, USAF  
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